

IV. RECORDS RETENTION SCHEDULE

STATE BOARD OF COMMISSIONERS OF PRACTICAL PLUMBING
DEPARTMENT OF LICENSING AND REGULATION

Schedule No. 612-37

This Schedule Lists Only Those Records
Created and Used by the

State Board of Commissioners of Practical Plumbing

DEPARTMENT OF GENERAL SERVICES
Records Management Division

SCHEDULE
NO. 612-37

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RECORDS RETENTION AND DISPOSAL SCHEDULE

DEPARTMENT OF LICENSING AND REGULATION

State Board of Commissioners
of Practical Plumbing

AGENCY

DIVISION

Item No.	Description	Retention
1.	<u>ALPHABETICAL CARD INDEX:</u> Divided into two series - Master Plumbers and Journeyman Plumbers. Each card contains information on the name and address of each plumber, registration number, license number, amount paid and the year paid.	Retain permanently.
2.	<u>REGISTRATION FILE:</u> Separated into two section - Master Plumbers and Journeyman Plumbers. Each section is arranged chronologically by registration number and indexed by an alphabetical card file. Contents include applications, test results, completed examinations, photographs and correspondence.	Retain for five (5) years after last renewal, then destroy.
3.	<u>ADMINISTRATIVE CORRESPONDENCE FILE:</u> The subject of this file is mostly routine although some correspondence dealing with complaints is kept here.	Retain routine correspondence for three (3) years, then destroy. Retain complaints for five (5) years, then destroy. Retain permanently correspondence which establishes policies or expresses an opinion of the Attorney General.

Schedule approved by Department, Agency or Division Representative

Director,

Administrative Services

July 31, 1975

Signature

Title

Date

Schedule Authorized by Hall of Records Commission

Disposal Authorized by Board of Public Works

8/28/75 Edward J. Papenfuss
Date Archivist

1975 Richard W. Hubert
Date Secretary